



**Staff Report to  
The Mayor and City Council  
For the Month of May 2006**

**Top Priority Action Items**

<b>Item No.</b>	<b>Date of Change in Status</b>	<b>Item</b>	<b>Comments</b>	<b>Department</b>
1	April 28, 2006	Dohman Dam.	The piping is all installed and the towers are also done. Work continues on backfilling and compaction. The contractor is working to complete the catwalk. Our crew is working on sandblasting and painting of the structure.	Water
2	April 26, 2006	Discovery Trail and Beards Hollow Overlook Workshop	We have set the workshop for May 9 <sup>th</sup> at 2:30. We will meet at the Depot.	Administrator
3	February 2006	Beard's Hollow ADA issues	The State identified a number of items that we must resolve at the parking area and existing bridge to completely conform to ADA requirements. Most will be addressed when the paving is completed.	Administrator
4	January 2006	Scenic By-Ways Grant--Overlook	Met with some of the players, we will have to get a design done, WSDOT can't do it.	Administrator
5	April 5, 2006	Discovery Trail—South Main Crossing	We are working with the County and ELS to respond to questions from State Parks regarding the proposed crossing.	Administrator
6	February 2006	Discovery Trail Paving Bid Packet	We need to prepare the bid packets for the paving of the final sections of the Discovery Trail in anticipation of the outcome of the court proceedings in March.	Administrator
7	April 27, 2006	Transportation Enhancement Grant- Discovery Trail	The City was awarded \$180,000 to construct the trail from 17 <sup>th</sup> Street SW to Beard's Hollow. Ecological Land Services is revising the Biological Assessment and Environmental Classification Summary for WSDOT's approval and that should be completed by May 5th.	Community Development
8	April 5, 2006	Discovery Trail Phase 1	Our Court hearing was held March 20, 21 & 22, 2006. We are working on settlements with Dr. Wong, Olson & Neuroth.	Finance
9	April 26, 2006	Discovery Trial Phase 2	The remaining two properties are Horn-Alford and McArthur. Money has been deposited with the court for Horn-Alford and McArthur. We are awaiting the agreement of Attorneys fees	Finance

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			for McArthur.	
10	April 26, 2006	Grant Reimbursement Request—North Trail Paving	Reimbursement for the work Lakeside Paving did for the city in October on Phase 2 of the Trail Project has been ½ billed to WS Historical Society. Other half to USDA. Historical Society has made payment.	Finance
11	March 30, 2006	Discovery Trail	The trailhead entrances have been installed. The dropdown ballards will be installed within the next two weeks.	Parks
12	April 27, 2006	Comprehensive Plan Update	Crea Affiliates was unanimously chosen by the selection committee as the consultant to assist us in our GMA and Comp. Plan updates. Crea Affiliates has distributed surveys to key stakeholders to assist in developing a scope of work and a contract will be negotiated and brought to the council for approval.	Community Development
13	Completed April 28, 2008	Emergency Public Works Trust Fund Loan	Received and completed the loan agreement for the PWTF loan. We should be receiving funding as soon as it is processed.	City Administrator
14	Completed April 27, 2006	Tree Removal	Staff conducted research on tree removal in the dunal areas and put together an outline of a formal process to ensure that tree removal meets the criteria as identified in our Critical Areas Ordinance and SMP. Council adopted this process at the April 19, 2006 meeting. Future agreements for tree removal will be brought to the Council for action.	Community Development
15	January 2006	Parks and Recreation Plan	The City needs to adopt a Parks and Recreation Plan in order to qualify for state grants for parks improvements.	Parks
16	March 9, 2006	Storm water Master Plan	No action taken yet	Streets

## Future Council Action Items

Item	Target Council Meeting	Date of Change in Status	Item	Comments	Department
1		January 2006	WCIA Review	The annual review by the Washington Cities Insurance Authority included a number of actions the City should take to better protect the City's interests. These include changes in certain policies and procedures.	Administrator
2		February 2006	Water and Sewer Hook up policies	Our existing policies do not provide for adequate protections for non-payment of connection fees. We need to allow for discontinuation of service if these fees are not paid in a similar fashion to non-payment of monthly charges. Additionally, we currently don't have language that provides an expiration date for connection fees, resulting in the potential for individuals paying connection fees now and not connecting for years—and not having to pay the higher cost that would be in place in later years. It is common practice to have the fees expire if service is not established. Most recently we had someone come in with a photo copy of a receipt from 1989 showing a \$400 payment for a new water hook up and asking us to connect the service. We are currently waiting for them to provide proof that the person who paid the \$400 owned the property at the time and for more information on their purchase of the property—they contend the sale included the hook up as part of the transaction.	Administrator
3	May 17, 2006	April 28, 2006	Itinerant Vendor Fees and Policies	Staff is working on revised ordinance per Council guidance.	Administrator
4	May 2006	March 8, 2006	Planning Fees	Staff is preparing a revised fee structure for Planning and Community Development Fees to discuss with the City Council at a workshop.	Community Development
5	Workshop	October	Codification	Sterling Codifies has completed the first	Administrator

Item	Target Council Meeting	Date of Change in Status	Item	Comments	Department
	May 2006	2005		draft of the new City Code and has mailed it to us. We will review the draft and have them complete their work as soon as possible.	
6	ICW Comp Plan	January 2006	Vacation Rentals	Council included this topic for the Comprehensive plan update	Administrator
7	May 11th Workshop with Planning Com.	April 2006	Sign Ordinance	Planning Commission conducted a public meeting at their April 11 <sup>th</sup> meeting to discuss a draft recommendation and held a special workshop on April 25 <sup>th</sup> to discuss the public input. They are required to hold a public hearing on the proposed changes and the Chinook Observer did not publish the required notice. The Community Development Director will recommend to the Planning Commission that a joint workshop with the City Council on May 11 <sup>th</sup> be held and the public hearing is scheduled for the June Planning Commission Meeting. Other changes to the Zoning Ordinance will be presented for recommendation to the City Council.	Community Development Director
8		February 2006	Ambulance District Funding	Councilman Moore requested I research the agreements and obligations the City has in regard to funding for ambulance services.	Administrator
9	October 2006	February 2006	Water System Master Plan Review and Adoption	G&O prepared a draft master plan for review and adoption.	Administrator
10		April 5, 2006	102 <sup>nd</sup> Street Water LID	Bad News – Found Out at AWC that we can't extend services beyond our Urban Growth Area. Staff met with Pacific County on March 27 <sup>th</sup> to begin preliminary discussions on our UGA. Further action can be expected after a consultant is hired for the Comprehensive Plan Update to discuss expansion of our Urban Growth Area. This will require an amendment to the	Community Development

Item	Target Council Meeting	Date of Change in Status	Item	Comments	Department
				County's Environmental Impact Statement and through SEPA work and analysis.	
11		No Change	B & O Tax – Model Cities Ordinance	Adoption of a statewide standard B & O Tax, per Association of Washington Cities. Ordinance Will be prepared. Required by EHB2030	Finance
12	October 2006	September 2005	Construction Meter Rate	We currently charge only the cost of water for construction meter use. Staff plans to recommend a base rate charge in conjunction with the usage charge to make fees consistent amongst all water users.	Water
13	May 2006	April 2006	Cross Connection Program	Cross connection workshop is set for April 5 <sup>th</sup> 5:30pm at city hall. Mary Howel from B.M.I. will be here. She will be here to answer any questions the council and mayor may have about the program.	Water
14	October 2006	January 2006	Water Comp Plan	Staff met with G&O to go over the contents of the new water comp plan.	Water
15	April 5, 2006	March 2006	Performance Based Training	Staff is preparing a copy of a water treatment plant performance policy that the D.O.H. would like to see set. This is part of the advanced training that we have been involved in for the last year.	Water

## Grant Status Report

Project or Use	Funding Source	Amount Requested Awarded/Remaining	Department Responsible for Grant	Status
Discovery Trail	Washington State Historical Society	\$196,000 awarded, 28,000 received, \$168,000 remaining	City Administrator	Funds available
Fire Equipment Purchase	Templin Foundation	\$29,067 awarded, \$29,067 received.	Finance Director	Bids have been awarded, waiting to make payment.
WWTP Phase 2 & 3	Washington State CTED, CDBG Grant	\$1,000,000 awarded \$800,000 received, \$200,000 remaining	Finance Director	Closeout documents 90% Complete
WWTP Phase 2 & 3	WS DOE, Loan	\$3,200,000 awarded \$1,870,000 received \$1,330,000 left	Finance Director	Need to close out
Water Study	WS DOH	\$35,000 awarded \$35,000 remaining	Finance Director	Collecting bills, need to submit.
USDA Forest Service	USDA	\$50,000 awarded \$5,500 received \$44,500 remaining	Finance Director	Final Bill submitted.
Discovery Trail- 17 <sup>th</sup> Street SW to Beard's Hollow (SAFETEA-LU)	Washington Dept. of Transportation- Transportation Enhancement Act	\$307,072 requested \$180,000 awarded \$180,000 remaining No match required	Community Development	Working on local agency agreement and environmental paperwork for WSDOT. This work should be completed on May 5 <sup>th</sup> and will be submitted.
2006 Lewis and Clark National Historic Trail Challenge Cost Share Program	National Park Service	\$250,000 requested with \$250,000 match \$12,000 awarded Unsure if match is required	Community Development	Received initial notice of funding. Waiting for formal award packet and determination of match funds.
<b>City Council Approved Revisions to the Budget for Future Budget Amendment:</b>				
Meeting Date:	Agenda Bill:	Project:	Fund:	Amount:
March 15, 2006	AB 06-28	Playground Equipment Donation—Site Prep	Parks	\$6,000

## Staff Action Items/Council Information

Item	Date of Change in Status	Item	Comments	Department
1	January 2006	National Guard Recognition	Contacted CPT Loos and asked for her input on this. Awaiting response. We would like to conduct a ceremony recognizing the National Guard for their contributions to the Discovery Trail. We are working on a schedule.	Administrator
2	April 28, 2006	Arch	Work has begun on the Arch, the contractor is forming the new arch off site and will install when cured.	Administrator
3	December 2005	Benefit Committee	The Council approved the budget with the elimination of the life insurance benefit for non-union employees, the discontinuation of deductible cost sharing, and a continued participation in dependent premium cost sharing.	Administrator
4	March 30, 2006	Atlas SSDP Appeal	Hearing now set for July 20, 21, 2006.	Administrator
5	April 28, 2006 Complete	Take Back the Night Parade—Sexual Assault Awareness	Received a request to permit a parade on April 22, 2006 at 7:30 pm along Pacific Highway from Sid Snyder to Bolstad. Working with WSDOT on approvals.	Administrator
6	April 28, 2006	Boys and Girls Club	The group has received approval to continue with the process and is moving forward.	Administrator
7	January 2006	Personnel Policy Manual	We have adopted some revisions to the manual, but have not incorporated them into a new draft. We need to do so to avoid audit findings and to provide a clear policy manual for our staff.	Administrator
8	February 2006	JPCHA Homeless Plan	The Joint Pacific County Housing Authority is working on a Homeless Plan in an effort to secure funding and ultimately begin to make a difference for our homeless population.	Administrator
9	February 2006	JPCHA Eagles Acquisition	The JPCHA is working on acquiring an existing affordable housing property.	Administrator
10	April 28, 2006	NW Tourism Presentation	Prepared consolidated list of comments from attendees, will create powerpoint slideshow and set up open house and presentation to VB board/	Administrator
11	April 28, 2006	Kite Museum Sign—WSDOT	WSDOT contacted the City regarding the Kite Museum's request to have a WSDOT sign directing traffic to the Museum. Met with Mike Kitzman regarding location and passed on information with WSDOT with recommendation to allow the sign.	Administrator

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12	April 2006	RV Show	Coordinating with Pacific Events Group for 2 <sup>nd</sup> annual RV's by the Sea RV Show to be held the end of April at the Bolstad Beach Approach	Activity Coordinator
13	April 2006	Long Beach Merchant Info Update	Updating information for Long Beach businesses including email addresses, websites, and emergency contact information.	Activity Coordinator
14	April 2006	SummerFest 2006	Have created a Schedule of Events and confirming dates with entertainers. Working with sponsors for all safety weekend activities; such as Beach, Fire, Bicycle Rodeo, and Child Safety weekends throughout the summer.	Activity Coordinator
15	Complete April 2006	Lewis & Clark DESC	Completed After Action Report on the Canoe Dedication. Sent out thank you letters and receiving thank you letters for having the event.	Activity Coordinator
16	April 2006	Skills Building Conference	Attended a conference in Eugene Oregon on April 14 & 15, 2006 for Conference Event Planning. This conference is through the University of Oregon.	Activity Coordinator
17	April 2006	Skills Building	Registered for the Festival and Event Management Certificate through the University of Oregon. Will be working on a project and practicum over the next few months	Activity Coordinator
18	April 2006	Cruise Ship Tours	Prepared and sent two cruise ship tours to Bruce Connors at Sundial Travel. Will be coordinating with him on excursion tours for Long Beach.	Activity Coordinator
19	April 2006	LTAC	Working with LTAC committee on advertising projects and staff responsibilities	Activity Coordinator
20	April 2006	Festivals	Coordinating with Surf Perch and Loyalty Days committees on last minute needs from the city for the event dates.	Activity Coordinator
21	April 2006	Advertising	Updating the Experience Washington, Funbeach, & other area websites with Summer Fest and other Long Beach event activities.	Activity Coordinator
22	November 2005	Summer Fest	Preparing a short slide show to accompany picture portfolio for end of the Summer Fest Season.	Activity Coordinator
23	Completed April 26, 2006	Code Enforcement—Coast Grille and Lounge Off Premises Sign	Vancouver signs will be removing the existing sign and the Chautauqua Lodge was approved for a conforming off-premise sign by the Planning Commission at their April 11 <sup>th</sup> meeting. This will be the last update on this issue as it is completed.	Community Development
24	April 5, 2006	Bolstad Street	Staff scheduled a meeting for May 4th to move	Community



Item	Date of Change in Status	Item	Comments	Department
		Improvement	forward with the improvements to Bolstad Street.	Development
25	April 26, 2006	Zoning Code Text Amendments	Staff issued the SEPA Determination and public comment period notice to amend the zoning code to allow the installation of playground equipment at the ball park on Washington Avenue and Governmental and Municipal Uses in the R1R zone as a Conditional Use.	Community Development
26	April 26, 2006	FY 2005 Monthly Financials	Working on December.	Finance
27	April 5, 2006	Loan Applications	Gray and Osborne on the cities behalf prepared loan requests to Public Works Trust fund and the State Revolving Fund for improvements according to the new Water Comp Plan. We received approval from the SRF. Need to Work with engineers to set up a bid packet.	Finance
28	April 26, 2006	Grant Reimbursement Request—Condor	Working with Garry Schalliol and Jim Sayce of the Washington State Historical Society to bill for the Condor Project. Payment received.	Finance
29	April 26, 2006	FY 2005 Budget Closeout	Need to finish repayment of transfers, balance year end books and work with John Powell on the Annual Statement.	Finance
30	February 2006	GIS System Update	Purchased and setting up the GPS Handheld system. Software is installed, units are entered into the system and data is being translated.	Finance
31	April 26, 2006	Police Vehicle Claim	Council declared surplus, title being sent to Evergreen Adjustment. Check will be forthcoming.	Finance
32	April 5, 2006	File System Upgrades	Working with Ragan to Sort and File city agreements and contracts in a more orderly manner searchable by database. Completed	Finance
33	February 2006	Richard Roy Scott Claim	Working with WCIA regarding Lawsuit filed by Richard Roy Scott	Finance
34	April 26, 2006	Computer System Update	Purchased new desktop for Linda, researching laptops for David	Finance
35	April 26, 2006	Templin Foundation Request	Requested \$30,000 from the Templin Foundation for SCBA fill station apparatus. Grant awarded, SCBA system ordered, installation by May 15, 2006.	Fire
36	April 26, 2006	Testing of SCBA Equipment	Contacted Sea Western about annual required testing of SCBA equipment. Completed	Fire
37	February 2006	Truck Information Books	Created books with useful information on important fire related information in an easy to understand format. Books currently have	Fire

Item	Date of Change in Status	Item	Comments	Department
			information on Hydrant Location, Burn Permits, Hazardous Materials, Tsunami Evacuation locations, Pacific County All Hazards Evacuation Plan.	
38	April 27, 2006	New Paving at Park	Mike K. met with the Mayor and members of the City Council to discuss specific plans for paving the parking area adjacent to the park and ball fields. Mike is working with the PUD on moving utilities as part of the project. Had a meeting with the Mayor, Councilman Zuern, Administrator Robert Strobe and Mike Kitzman about moving the power pole and transformer. Robert is going to check with the city's attorney regarding the legalities. The utilities have been moved and the city has started removing the old asphalt.	Parks
39	April 15, 2006 Completed	Benches	Painting and repairing the benches in the Gazebo and Seal Parks.	Parks
40	April 25, 2006	Fish Alley	Fish Alley has been prepped for the color epoxy to be applied. Work on fish alley has begun.	Parks
41	March 30, 2006	Police Station restroom	Installed new partitions in the womens restroom.	Parks
42	March 2006	Maint.	Repaired fountain pump on Bolstad.	Parks
43	April 17, 2006	Beach shelters	Set out beach shelters for season.	Parks
44	April 12, 2006	Pet clean up and garbage dispenser stations	The city helped with the installation of four stations located along the trail	Parks
45	April 15, 2006	Boardwalk	Fixed lights and turned water on for summer	Parks
46	April 20, 2006	Parks	Fertilized parks and ballfields.	Parks
47	April 2006	Meeting	Chief Wright met with organizers of the Ilwaco Children's Parade.	Police
48	April 2006	Community Policing	Chief Wright met with various agencies from the State of Washington. Discussion was held on meeting the needs of a youth in the community who is mentally challenged and potentially violent. The purpose of the meeting was to try and come up with a plan of action.	Police
49	April 2006	New Hire	Casey Meling was officially hired as a patrol officer. He will be attending the academy soon.	Police
50	April 2006	Meeting	Chief Wright attended a 911 Operations Board Meeting. Discussion of spending Dept. of Homeland Security money was discussed. It was also learned that 6 satellite phones have	Police

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			been received. Where they will be placed is still being discussed.	
51	April 2006	Community Policing	Officer Paul Jacobson gave three presentations to area schools. The first was to the 2 <sup>nd</sup> graders at LB School. They were learning about different jobs. The second was to the seniors at the high school. This was to the law and justice class. The third was to the kindergarten class at the LB School. He talked to them about safety.	Police
52	April 2006	Training	Chief Wright attended training in Olympia. The Washington Cities Insurance Authority hosted the training. It dealt with preventing police liability.	Police
53	April 2006	Meeting	Chief Wright met with Bob Andrews to discuss the upcoming Loyalty Days events.	Police
54	April 2006	Community Policing	Chief Wright talked to the freshman class at the high school. He discussed various laws and how they might impact their lives.	Police
55	April 2006	Community Policing	The department provided traffic control for the "Take Back the Night" event. This event is held to increase public awareness of domestic violence.	Police
56	April 2006	Meeting	Chief Wright met with organizers of the Ilwaco fireworks show. Planning for traffic control was discussed.	Police
57	April 2006	Training	Officers Tim Mortenson and Kevin Martin attended training in South Bend. The training was paid for by the Criminal Justice Training Commission and dealt with the safe execution of drug search warrants.	Police
58	August 2005	PUD Fiber Optic Vault	The staff met with Councilmember Cook on locations and is finalizing the staff position. Once complete we will meet with the PUD.	Streets
59	March 2006	Pressure washing	Pressure washing brick parks.	Streets
60	February 2006	Signage	Removed the 10 <sup>th</sup> St. signs off of Sid Snyder Dr.	Streets
61	February 2006	Flagpole	Installed a new cable and pulley on the flagpole at the police station.	Streets
62	February 2006	Paving	Removed a tree off of 2 <sup>nd</sup> St. So. in order to complete the upcoming paving project.	Streets
63	March 2006	Paving	Cold-patching potholes throughout town.	Streets
64	April 27,2006	Paving	Started removing the old asphalt for paving 2 <sup>nd</sup> St.	Streets

Item	Date of Change in Status	Item	Comments	Department
65	April 24,2006	Painting curbs	Painting curbs throughout town	Streets
66	April 20, 2006	Repairs	Wilkins Construction came back and repaved the bad area on 3 <sup>rd</sup> St No. And repaired the ditch cut across Pioneer Rd.	Streets
67	April 15,2006	Repairs	Staff repaired a sink hole on 6 <sup>th</sup> St No caused by a failing stormpipe.	Streets
68	April 3,2006	Banners	Put up the American flags on the banner arms in town.	Streets
69	April 2006	New service installations	The crew has installed (9) new services since the start of the year, with (4) more pending.	Water
70	March 2006	Road Patches	Naselle rock patched road cuts on the main approach.	Water
71	April 2006	Training	Vancouver water dept & DOE used the fire hall For emergency response training.	Water
72	April 2006	Dolman Repairs	Staff sand blasted and primed pump structure at The dolman res.	Water
73	April 2006	Dolman repairs	Staff cut out old rusting structure steel on the Pump structure at the dolman res. They installed new steel.	Water
74	April 2006	Locates	Staff did 12 new locates during the month.	Water
75	April 2006	Utility Crew Position	Interviews of prospective candidates continue Next week.	Water
76	January 25, 2006	Performance Based Training	Rick Gray and Ralph Warner attended another training session in Longview. This is an on going training school by the D.O.H. The purpose of this training is to run the plant at the most efficient level possible.	Water
77	April 2006 Completed	Cleaning & tvng sewers	Staff has been working with C-More pipe services to clean, map, and tv sewer lines in town. The main focus this year is to look at our 6" laterals on the side streets. A few small leaks were found in the system. The cleanouts for the leaking lines need to be exposed and raised for repairs to be done this summer.	Wastewater
78	April 2006	Main Repairs	Staff repaired a broken sewer main on Arba Eger drive.	Wastewater
79	April 2006	Sewer Cleanouts	Staff spent one day exposing and raising buried Sewer cleanouts.	Wastewater
80	March 2006	Jet Trailer	Staff spent a day demonstrating a used jet trailer for possible future purchase. This equipment would be used in the wastewater and drainage departments.	Wastewater